

DATABILITY HELP

Datability is a data collection and reporting tool for educators and school personnel. It was developed by a special educator as a resource for organizing and managing student goals with ease. Produce concise student data reports that include graphs, photos and notes be shared, printed and emailed to parents and colleagues. For more information and in-depth tutorials visit www.IEPdata.com call us at (516)298-4079 or email us at Dembryllc@gmail.com

1. How do I create an account?

Connect to the internet and select the New Account tab. You cannot create an account w/o internet.

Once connected you may input your credentials. Make sure you record your information somewhere safe and exactly how you put it in. Your credentials are CASE sensitive and in the event that you need to recover your password, the information must be put in EXACTLY how you put it in. If need to recover a previous account on a new device select *Sign In* and use your previous credentials.

You can use multiple devices linked by creating an account on a primary device then choosing *Sign In* tab on the second device. Use the username and password from the first device on the second device.

2. Your Passcode

Every time you access Datability, your passcode is required. Should you forget your passcode you can reset it by selecting the *Forgot Password* link and inputting all information EXACTLY as it was originally recorded.

3. How do I change my profile information?

Go to the *Teacher Profile* icon on the home screen. There you can change your Email Address, School and/or Passcode.

4. How do I add students?

Go to the *Add Student* icon. Input a student's First Name, Last Name and School, then click *Add*. Note: only the first three letters of all student's last names will be visible in Datability as an additional layer of security. Add the second student's information, click *Add*, etc. Click *Exit* to go back to the home. Student information can be edited with the *Pencil* icon.

5. How do I assign Goals to students?

Go to the *Assign Goal* icon. From the Student Name drop down menu, select a student's name. If you use a web based IEP service, you can simply type the web address into the search bar on the top of the *Import Goals* screen and log in. Cut and paste (using the "paste" button) the following directly from the site and paste each into Datability. (If you don't, type each in manually.)

Heading – Type of Goal (such as math, social skills, language arts)

Goal – The skill being assessed

Responsibilities – The service provider teaching the Goal

Use the dropdown menu to add the following:

Criteria – Percentage used for Goal to be considered achieved

Criteria Period – Length of time the Criteria must be achieved for the Goal to be considered complete

Method – Type of data to be collected (such as a work sample or observation)

Schedule – How often you expect to collect data (daily, monthly, quarterly, etc)

Notification Time - The time each day, week, month, etc that you would like to receive a notification reminding you to input Goal data.

Click *Submit*, then add additional Goals for that student, as necessary.

To select a different student, use the Student Name drop down menu.

Once a Goal is assigned to a student, you can edit the Goal details by selecting the. However, you can remove a Goal by following the instructions in question 4.

6. How do I assign students to a folder?

Students can be assigned to a folder. To create a folder, select the edit student button (Pencil icon)

next to the student's name. In this section, you can create a folder and add the student.

Once that folder is created, it will be present for other students to be placed into. You can add students multiple folders.

7. How do I view students in a folder?

Select the student icon and tap the folder icon in the upper left hand corner of the screen. Here you can select which folders you would like to view.

8. How do I use the Import Data function?

If your district uses IEP direct or a similar web-based IEP service you may export the goals into an .xls or .csv. For more information visit www.IEPdata.com and select the *Tutorial* section.

- Upload the document to a cloud service such as Google Drive or DropBox
- Select *Import Data*
- Select the Location and Cloud Service
- Select the document

9. How do I input Goal data?

There are three ways to input Goal data via the Update Goal screen:

- Go to the *Student List* icon and click on a student's name to reveal all of the student's current Goals. Selecting *Update* will take you to the Update Goal screen where you can update percentage, attach files, write notes and/or indicate whether the Goal was achieved. Click *Submit*.

- Based upon the Schedule that you selected in the *Import Goal* icon, Datability will send a notification to input data.
- Go to the *Pending Updates* icon from the home screen for a listing of all Goals for all students that require Goal data input. This will again lead you to the Update Goal screen. Pending updates are present until data is recorded. Data is recorded for the day missed.

10. How do I generate reports on Goal data?

Create reports in PDF format on Goal data for each student. Reports include color pictures and notes, and Datability also organizes percentage data into line graph format. In addition, based upon the percentage of times you indicate a Goal was achieved, Datability will produce a Suggested Grade on the report (Not Achieved, Progressing Intermittently, Progressing Gradually, Progressing Satisfactorily, and Achieved).

Reports can be printed and emailed.

There are two types of reports that you can produce using the *Report* icon on the home screen.

Report on all Goal data for a student

By selecting Report next to a student's name, you can view a summary of all of that student's Goal data. Use the optional Select Date feature to narrow your search results. Click the Generate PDF button on the top right corner for a more detailed report that includes the line graph data, full-color pictures, and all anecdotal descriptions. Click the share icon on the top right corner to print and/or email the report.

Report on a single Goal for a student

Selecting a student's name on the left will bring up a list of all goals on the right. Selecting Report next to the specific Goal will generate a report for that one Goal. You can use the optional Select Date feature and then Generate PDF and click the share icon to print or email.

11. How do I remove students and goals?

Go to the *Student List* icon. Clicking Delete next to a student's name will remove that student and all of their Goals.

Selecting a student's name on the left will bring up a list of all goals on the right. Click Delete next to the individual goal to remove.